



1869

CITY OF WATERTOWN SITE PLAN APPLICATION PROCESS

APR 19 2015

The applicant is responsible for submitting a fully complete application and including all the required information.

****INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED****

In order to expedite the Site Plan review process, all applicants are strongly encouraged to schedule a pre-application meeting with Planning & Engineering staff. Staff can be reached at (315) 785-7740.

In the interest of expediting site plan approvals, the City of Watertown wishes to advise you of the following procedures in applying for these referrals:

A. Fill out the Site Plan / Site Plan Waiver - Determination Flow Chart below:

1. Is the use a one, two, or three family dwelling?
☐ YES (Site Plan Review is **not** required. You may apply directly for Building Permit.)
☒ NO (Go to question 2)
2. Is your building or parking lot construction or expansion less than or equal to 400 sq. ft.?
☐ YES (Site Plan Review is not required. You may apply directly for Building Permit.)
☒ NO (Go to question 3)
3. Does your building or parking lot construction or expansion exceed 2500 sq. ft.?
☒ YES (Site Plan Review required. Submit the Site Plan Application Form.)
☒ NO (Go to question 4)
4. Is your proposed building the first on the lot?
☒ YES (Site Plan Review required. Submit the Site Plan Application Form.)
☐ NO (Go to question 5)
5. Does your project involve a change in the property boundaries?
☐ YES (Site Plan Review required. Submit the Site Plan Application Form.)
☒ NO (Go to question 6)
6. Does your building or parking lot construction or expansion change or impair the overall grading, circulation, drainage, utility services, and appearance and visual effect of the property?
☐ YES (Site Plan Review required. Submit the Site Plan Application Form.)
☒ NO (*Site Plan Waiver allowed. Submit the Site Plan Waiver Form.)

* The City of Watertown Planning Board reserves the right to require Site Plan Review at its sole discretion.

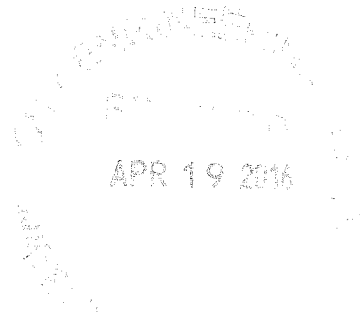
B. WAIVER OF SITE PLAN APPROVAL SUBMITTAL REQUIREMENTS**

1. **3 complete, collated sets of the site plan waiver application package** that includes the following documents:
 - a. Cover letter that explains the proposal and includes a project description.
 - b. Completed Site Plan Waiver Application Form.
 - c. Full size copies of all required plans (24"x36"), including 1 signed original.
2. **8 complete, collated sets of the site plan waiver application package** that includes the following documents:
 - a. Cover letter that explains the proposal and includes a project description.
 - b. Completed Site Plan Waiver Application Form.
 - c. Reduced size copies of all required plans (11"x17") if they are legible. (otherwise submit full size sets)
3. **An electronic (pdf) copy** of the entire site plan waiver application package to include the following:
 - a. A single, combined **pdf** containing the cover letter and the site plan waiver application form.
 - b. A single, combined **pdf** containing all of the plan sheets and drawings.
 - c. The **pdf** may be submitted via email to planning@watertown-ny.gov or on a CD.

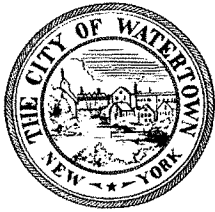
** Site Plan Approval of City Council may be waived by the City Planning Board at its sole discretion.

C. Address submittals to:

Justin Wood, P.E.
City Engineer
Room 305, City Hall
245 Washington Street
Watertown, NY 13601



- D. A \$50.00 application fee must accompany the submittal.**
A \$50.00 application fee must accompany each resubmittal. You will be notified by the Engineering Department if an application requires a resubmittal. Make checks payable to the City of Watertown.
- E. All Site Plan Waiver submittals must be received by the City Engineer at least 14 calendar days prior to the next Planning Board Meeting.** Failure to meet the submittal deadline will result in **not** making the agenda for the upcoming Planning Board Meeting. **THERE ARE NO EXCEPTIONS.** The City Planning Board meets on the first Tuesday of each month at 3:00 P.M. in the City Council Chambers on the 3rd Floor of City Hall.



CITY OF WATERTOWN SITE PLAN WAIVER

1869

**** Provide responses for all sections. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Failure to submit required information by the submittal deadline will result in **not** making the agenda for the upcoming Planning Board meeting.**

PROPERTY LOCATION

Proposed Project Name: Granger Nursery and Gifts Greenhouse
Tax Parcel Number: 8-02-107.000
Property Address: 834 Arsenal St. Watertown, N.Y. 13601
Existing Zoning Classification: C - Commercial

OWNER OF PROPERTY

Name: Shawn W. + Tracy Granger
Address: PO Box 6152
Watertown, N.Y. 13601
Telephone Number: 315-489-9479 (Tracy cell)
Fax Number: 315-782-2011 (personal fax)

APPLICANT

Name: Tracy Granger
Address: PO Box 6152
Watertown, NY 13601
Telephone Number: 315-489-9479
Fax Number: 315-782-2011
Email Address: tracyeicher@yahoo.com

ENGINEER / ARCHITECT / LAND SURVEYOR

Name: N/A
Address: _____

Telephone Number: _____
Fax Number: _____
Email Address: _____

REQUIRED DRAWINGS:

**** The following drawings with the listed information ARE REQUIRED, NOT OPTIONAL. If the required information is not included and/or addressed, the Site Plan Application will not be processed.**

☐ **ELECTRONIC COPY OF ENTIRE SUBMISSION** (PDF preferred)

☒ **SITE PLAN SKETCH**

- ☐ Pertinent existing above ground features are shown and labeled including, but not limited to, buildings, parking spaces, driveways, sidewalks, streets, landscaping, etc.
- ☐ All proposed above ground features are shown and clearly labeled "proposed".
- ☐ Land use, zoning, & tax parcel number are shown.
- ☐ The Plan is adequately dimensioned including radii.
- ☐ All vehicular & pedestrian traffic circulation is shown.
- ☐ Proposed parking & loading spaces including ADA accessible spaces are shown and labeled.
- ☐ Sidewalks within the City Right-of-Way meet Public-Right-of-Way (PROWAG) standards.
- ☐ Refuse Enclosure Area (Dumpster), if applicable, is shown. Section 161-19.1 of the Zoning Ordinance states, "No refuse vehicle or refuse container shall be parked or placed within 15 feet of a party line without the written consent of the adjoining owner, if the owner occupies any part of the adjoining property".
- ☐ Snow storage area(s) are shown.
- ☐ The north arrow & graphic scale are shown.

☐ **GENERAL INFORMATION**

- ☐ Signage will not be approved as part of this submission. It requires a sign permit from the City Code Enforcement Bureau. See Section 310-52.2 of the Zoning Ordinance.
- ☐ Plans have been collated and properly folded.
- ☐ Signature Authorization form or letter signed by the owner is submitted allowing the applicant to apply on behalf of the owner if the applicant is not the property owner.
- ☐ Explanation for any item not checked in the Site Plan Waiver Checklist.
(Attach separate sheet with explanation and comments)

SIGNATURE

I certify that the information provided above is true to the best of my knowledge.

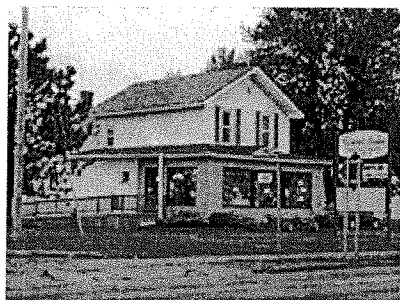
Applicant's name (please print) Tracy Granger

Applicant's Signature [Signature] Date: 04-7-16

APR 13 2016



Property Description Report For: 834 Arsenal St, Municipality of City of Watertown



Status:	Active
Roll Section:	Taxable
Swis:	221800
Tax Map ID #:	8-02-107.000
Account #:	01005770
Property Class:	484 - 1 use sm bld
Site:	COM 1
In Ag. District:	No
Site Property Class:	484 - 1 use sm bld
Zoning Code:	C - Commercial
Neighborhood Code:	00435
School District:	Watertown
Total Assessment:	2016 - Tentative \$190,700 2015 - \$190,700 2014 - \$190,700
Total Acreage/Size:	105 x 404
Land Assessment:	2016 - Tentative \$100,000 2015 - \$100,000 2014 - \$100,000
Full Market Value:	2016 - Tentative \$207,283 2015 - \$216,705 2014 - \$216,705
Equalization Rate:	----
Deed Book:	2016
Grid East:	992404
Legal Property Desc:	105x404 802107 802106
Deed Page:	2728
Grid North:	1449925

Owners

James Livingston
25977 Allen Dr
Watertown NY 13601

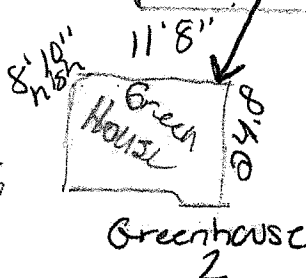
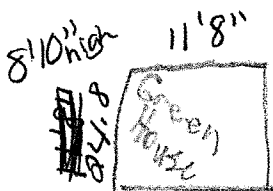
Sales

Sale Date	Price	Property Class	Sale Type	Prior Owner	Value Usable	Arms Length	Addl. Parcels	Deed Book and Page
2/29/2016	\$100,000	484 - 1 use sm bld	Land & Building	Livingston, James	Yes	Yes	No	2016/2728
4/22/2008	\$1	484 - 1 use sm bld	Land & Building	Livingston, Roy	No	No	No	2008/6818
1/18/2002	\$1	450 - Retail	Land & Building	Livingston/petersen Rlty Ptnsp	No	No	No	1843/130

Proposed
Blacktop

105'

Proposed 2nd Greenhouse



Greenhouse 1

Greenhouse 2

70'

ALT Stone

70'

Building

Entry

Existing
Parking
(Blacktop)

40'

Trees

Lawn/sign

Lawn

City Walk
ARSENAL ST